

FMIS INFORMER

FMIS Production On-Line Operating Hours

R*STARS/ADPICS: Monday through Friday (except Wednesday) 6:30 AM to 6:30 PM.

Wednesday: 6:30 AM to 4:00 PM

Saturday 6:30 AM to 6:30 PM

Sunday: The system is unavailable on Sundays.

Beginning January 3, 2014, AE and IAE will be available on the following schedule:

	Batch Cycle Day	Available Period
AE	Mon. → Fri.	FY 14 October (04) → Present
IAE	Every Fri.	FY 14 July (01) → Sept. (03)
FF	Last Fri. of the Month	FY 13 <i>(if needed earlier in the month, can be done through special request.)</i>
FY 2003 – 2012 available through special request.		

*Special Request must be made by contacting the Service Desk. A ticket will be created and sent to the Functional Team for review to ensure your report will run. Please provide the 91 set-up of Agency, Requestor, Report ID and Request No.

On weeks that Friday is a Holiday or Service Reduction Day, the previous work day will be considered a Friday for reporting purposes. This statement is also true when it is the last Friday of the month.

Interface files are picked up on Holidays and Service Reduction Days (with the exception of Thanksgiving Day and Christmas Day) at approximately the same time they are picked up during a regular work day - 6:30 pm. These files are processed during the next work day's batch cycle. Please note—there is a 3 pm deadline to have interface files submitted.

R*STARS Fiscal Month Closing Dates for FY 2014

The dates listed below are the last days for posting to the prior month. The month will be closed on the morning of the next working day.

December: January 15, 2014. January: February 18, 2014.



January 2014

ADPICS MEETING

The next ADPICS PUG meeting is January 23, 2014 at DoIT (45 Calvert Street, Annapolis, MD Conference Room 427B), 1:30 p.m. - 4 p.m.

The November meeting notes, along with the agenda for the January meeting can be found on the BBS under ADPICS Meeting Minutes (<https://www.doit.state.md.us/bbs/login.asp> user id = bbsuser and password = bbsstate1)

To connect and call in remotely from your desk:

1. Enter <http://www.intercal1.com/iumGo>
2. In the right corner, click JOIN MEETING.
3. At Moderator's User Login enter [5012161452](https://www.doit.state.md.us/bbs/login.asp).
4. Click Join As Participant.
5. When prompted, select Dial In Now.
6. Dial [\(855\) 297-3227](tel:(855)297-3227) and enter the Conference Code: [2836957129](https://www.doit.state.md.us/bbs/login.asp) followed by #.

FIXED ASSET DEPRECIATION

February: March 17, 2014. March: April 15, 2014.

April: May 15, 2014. May: June 16, 2014.

If an agency does not want to wait for GAD to close the month, the agency has the option to manually close on their own via the 25 profile - see below. Change the LAST MONTH/YEAR CLOSED from August to September for the Last Month:

This procedure can actually take place for any month when an agency is ready to close before GAD closes around the 15th of the month. For additional information, use the link below to access the GAD Accounting Procedures Manual. Locate section 3.11 for information on the 25 screen.

http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Accounting_Procedures/Accounting_Procedures_Manual.shtml

Rumba - RUMBA Mainframe Display

File Edit View Connection Transfer Options Tools Help

S025 V2.0 MD PRD R*STARS ACCOUNTING SYSTEM 08/20/13 11:17 AM
LINK TO: AGENCY CONTROL PROFILE DB2W

AGENCY: F50 FISCAL YEAR: 14

COST RUN IND: RUN TYPE: NO STEPS: LAST STEP:
ALLOCATION- CA BY IDX: CA BY PROJ: CA BY GRANT: CA POST:
CA RANGE FROM: TO: CA TYPES:

BILLING DEF- IDX: PCA: EXP COMP/AGY OBJ:
DEFAULT- IDX: PCA: REV COMP/AGY OBJ:

REPORTING INDS- WEEK: N MONTH: N QUARTER: N YEAR: N BSL: 3
ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
PRE ENC DOC MATCH LVL: 0 (LEVEL OF DOCUMENT MATCH:0=NONE,1=APPN,2=ALL)
ENC INDICATOR: Y PRE ENC IND: Y COMP OBJ REQD ON D11: Y
FIXED ASSET - IND: Y THRESHOLDS - CAP: 500.00 INV: 500.00 CAPTURE: E
AGENCY OBJECT IND: N (R=REV, E=EXP, B=BOTH, N=NONE)

LAST MONTH/YEAR CLOSED: 01 2013 AGY BUD BY ORG IND: N (Y OR N)
AE LAST MONTH/YEAR PURGED: AGY BUD BY PGM IND: Y (Y OR N)
REPORTING MONTH/YR: 09 09 LABOR RUN IND: N (Y,N OR A)
INTEREST CALC RUN/MONTH: N COLLECTION TRANSFER RUN: N (Y OR N)
GRANT/PROJ BILLING RUN: N SGL ORG LVL IND: 1 STATUS CODE: A
EFF START DATE: 07011996 EFF END DATE: LAST PROC DATE: 05172013

2014

For the remaining months of fiscal year 2014, GAD will run the fixed assets depreciation on the following dates:

January 22, 2014

February 26, 2014

March 26, 2014

April 23, 2014

May 28, 2014

June 2014 depreciation run: as soon as agencies complete recording FY2014 fixed asset transactions in the Fixed Asset Subsystem.

UPCOMING HOLIDAY/SERVICE REDUCTION DAY SCHEDULE

On the below Service Reduction Days, FMIS will be up, however, there will NOT be a batch cycle. Interface files will be picked up as a normal holiday schedule.

January 20, 2014 - Monday
- Dr. Martin Luther King Jr.'s Birthday

February 17, 2014—
Monday—President's Day

May 23, 2014—Friday—
Service Reduction Day

May 26, 2014 - Monday

— Memorial Day

**Service Desk hours of
operations 7:00 a.m. to
5:00 p.m. M—F**

410-260-7778 or email
us—

service.desk@maryland.gov

Service Desk and Security
Services Fax number is

443-926-9742

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